

Recently Hired/New Position Employee Training

Registration Form

Print, copy, and complete this form for each person registering.

Registration Deadline is August 18, 2006

We regret that registrations may have to be returned due to limited space.

Please select **one** session.

☐ **Food Based Menu Planning Basics (Room 315)**

This session is for those following Traditional or Enhanced Food Based Menu Planning. Topics discussed will be meal pattern requirements, offer versus serve, standardized recipes, and production records.

☐ **Nutrient Standard Menu Planning Basics (Room 316)**

This session is for those using computer software or an outside entity to analyze menus. Topics include menu planning, offer versus serve, recipes, production records, and detecting data entry errors.

☐ **Record Keeping Basics (Room 470)**

This session provides an in-depth review of free and reduced price meal benefit forms, direct certification, verification, and meal counting and claiming.

Name _____ Phone _____

Mailing address _____

School District/Non-Public School Name _____

School District/Non-Public School Agreement Number _____

Length of service in current position _____

Mail or Fax Completed form to:
School Food Services
Department of Elementary and Secondary Education
P.O. Box 480
Jefferson City, MO 65102-0480
Phone: (573) 751-3526 Fax: (573) 526-3897